

# Course Data Standard

## Rev. 8/12/2020

### Ownership and History

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Please email [Course Codes](#) with questions.

**Office(s)**

Office of Career and Technical Education and Student Transition

Office of Standards, Assessment and Accountability

**Revision history****August 12, 2020**

Updated name of document to “Course Data Standard”

**July 20, 2020**

Added links to Searchable State Course Codes Webpage, removed reference to list of EOC courses

**June 15, 2020**

Added related reports

**December 6, 2019**

Edited Course Fields: Attendance section to reflect the ability to have a performance-based course with attendance.

**June 24, 2019**

Updated broken legislative links

**September 27, 2018**

Added new custom reports for course data

**August 16, 2018**

Updated broken legislative links

**July 27, 2018**

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Instructional Time guidance changed to reflect that it is not required for 2018-19

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### Overview

#### Description

As courses are added or rolled forward, the course data should follow these guidelines for accurate LEAD reporting, Teacher of Record (TOR) linkage, and Accountability reporting.

Every course scheduled during instructional time or that delivers instruction during non-instructional time must use the state code that most closely represents the content, rigor, students, and teacher certification of a given course as described in the [Searchable State Course Codes Database](#).

#### Regulation citation(s)

- [LEAD](#) (Local Educator Assignment Data) Reporting: [KRS 161.1221](#); [16 KAR 1:050](#)
- Uniform Academic Course Codes: [704 KAR 3:540](#)
- [Kentucky Uniform Academic Course Code webpage](#)
- Kentucky Educational Excellence Scholarship (KEES) program [11 KAR 15:090](#); [KRS 158.007\(8\)](#); [KRS 164.098](#)
- Kentucky's Accountability System [703 KAR 5:270](#)

#### Data use

- Academic Course Code auditing
- Local Educator Assignment Data (LEAD) Reporting
- Teacher of Record
- School Report Card
- Analyzing course progressions and participation
- Data sharing between systems – [Kentucky Longitudinal Data System](#)
- KEES bonus for [Advanced Placement](#), [Dual Credit](#) & [International Baccalaureate](#) & [Cambridge Advanced International](#) courses

#### Related ad-hoc filters and reports

*Path: KY State Reporting / KDE Reports/*

- *A\_Advanced Coursework* To produce aggregated Opportunity and Access information for advanced coursework and the supporting student level detail ([Quick Reference Card](#))
- *Dual Credit Scholarship* To verify and create Dual Credit and Work Ready Scholarship file for submission to KHEAA ([Quick Reference Card](#))
- *Missing or Invalid Course State Codes* To identify invalid state course codes
- *Adv Courses and Exams* To provide aggregated and detail data for students taking advanced coursework. The data includes the number of students taking a course and completing a course. Also, for AP, IB and CAI courses includes the number of students taking the corresponding exam and receiving a qualifying score on the exam; for Dual Credit courses includes the number of students with a qualifying score (qualifying grade in the course is a C or above).([Quick Reference Card](#))

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- *QA Courses* To assist with quality assurance review of active courses with a section scheduled. ([Quick Reference Card](#))

### Training

*Path: Ad Hoc Reporting / Data Export / State Published /*

- *student AP Course Code with No Difficulty Level* To verify Advanced Placement courses setup
- *student AP Difficulty No AP Course Code* To verify Advanced Placement courses setup
- *curriculum Course – SRC Teaching Methods* To verify Teaching Method and Instructional Setting setup
- *curriculum Dual Credit Courses* To verify Dual Credit course setup
- *curriculum State Course Codes* To verify that appropriate course codes are assigned
- *student Transcript Entry without a State Course Code* To find transcript entries that do not have a state course code

### Training

Campus Community Resources

[Course Masters](#); [Courses](#); [Course Catalog](#)

## Section A – Course Fields Course Master or Course tab

### Campus Path: Grading & Standards / Course Master (if using Course Catalog) Scheduling / Add Course

Districts may choose to use a Course Catalog, a collection of course masters that is then attached to the school. A Course Master can be used to define elements of courses from a district level, so that all schools have the same number and naming convention for the courses, as well as the same setup for grading. Changes made to the course master may be pushed to the courses at the schools for a school year, if fields have been locked.

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**101 LANGUAGE ARTS**

Course Sections Grading Tasks Standards Categories Grade Calc Options Course Rules Fees

Save Delete Push To Sections

**Course Information**

CourseID 26186

\*Number 101 \*Name LANGUAGE ARTS

Course Master Linked

Standards-based  Active  External LMS Exclude

Course-Only Curriculum

Subject Type [Dropdown]

State Code 701020 Department [Dropdown]

Schedule Load Priority [Dropdown] Max Students 30

Terms 4 Schedules 1 Periods 1 Sections to Build 0

Section Template Group [Dropdown]

GPA Weight 0 Bonus Points  Transcript  Required

Type [Dropdown] Difficulty Level [Dropdown] Responsive  Activity [Dropdown]

Homeroom  Allow student requests  Allow teacher requests/recommendations  Hide Standards On Portal/Campus  Repeatable  Attendance  Unit Attendance

Instructional Time 90 Teaching Method [Dropdown] Instructional Setting [Dropdown] Comments [Text Area]

- Modified by: Administrator, System 12/28/2017 12:21

**State Code:** Every course scheduled during instructional time or that delivers instruction during non-instructional time must use the state code that most closely represents the content, rigor, students, and teacher certification of a given course as described in in the [Searchable State Course Codes Database](#).

**GPA Weight:** Weight of course grade for Grade Point Average (GPA) calculation only. For KEES calculation, the GPA Weight must equal the credits attempted with one exception. If the course is pass/fail, then must be 0.

**Type:** Select if course is Virtual or Performance-Based. The school will become eligible for Average Daily Attendance (ADA) funding for students if a passing grade is posted for this type of course.

- Virtual - select if course is an offsite online course.
- Performance - select if course is a Performance-Based Course. [Performance-Based Credit](#) may be awarded for satisfactory demonstration of learning based on content standards described in the program of studies, 704 KAR 3:303, regardless of the number of instructional hours in one (1) subject. The awarding of credit based on performance requires a rigorous performance standards policy, including performance descriptors and assessments that provide evidence of demonstrated knowledge and skills.

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**Difficulty Level:** Select from the drop down menu **only** for AP: Advanced Placement, DC: Dual Credit, IB: International Baccalaureate and CAI: Cambridge Advanced International courses. In order for students to be eligible for the KEES bonus, you must select AP, DC, IB or CAI.

- [Advanced Placement](#) courses must have the matching AP state course code.
- [Dual Credit](#) courses must comply with [KRS 158.007\(8\)](#) which defined dual credit as “a college–level course of study developed in accordance with [KRS 164.098](#) in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study.  
See [Dual Credit Course Data Standard](#) for additional requirements for dual credit courses.
- [International Baccalaureate](#) courses must have the matching IB state course code.
- [Cambridge Advanced International](#) courses

**Teaching Method** (The methods used for instruction): Choose from the drop down menu the appropriate teaching method for this course section

- [01: Direct Instruction \(default setting\)](#) – traditional course taught by a teacher employed by the district
- [02: 3<sup>rd</sup> Party Contract](#) – course taught by a 3<sup>rd</sup> party contractor **other than virtual, dual credit, or National Academy Foundation (NAF)** (e.g., auto mechanic, golf instructor, Head Start provider)
- [10: Digital Learning Provider](#) – virtual course that uses a digital platform **other than credit recovery** (e.g., JCPS eSchool, KET, BAVEL)
- [11: Dual Credit – District Offered](#) – dual credit course taught by a teacher employed by the district, and students **are not enrolled in the NAF Academy**
- [12: Dual Credit – College Offered](#) - dual credit course taught by a teacher employed by a postsecondary institution, and students **are not enrolled in the NAF Academy**
- [13: Credit Recovery – Direct Instruction](#) – course taught by a teacher employed by the district that allows students to earn credit for a course they previously failed
- [14: Credit Recovery – Digital Learning Provider](#) – computer-based course that allows students to earn credit for a course they previously failed (e.g., PLATO, APEX, Odyssey, NOVEL/STARS).
- [19: District Provided Self Study](#) –independent self-study course

**Instructional Setting:** (The location where instruction takes place) Choose from the drop down menu the appropriate instructional setting for this course section.

- [01: Onsite Classroom](#) – course taught primarily in the school building
- [02: Offsite CTE](#) – course taught at a Career and Technical Education Center away from the school building
- [03: Offsite College](#) – course taught at a postsecondary institution
- [04: Home/Hospital](#) –course taught in a home/hospital setting

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- 05: Online – course taught online
- 06: Blended Learning – course taught in a setting consisting of both face-to-face instruction and online learning. Ideally, blended learning consists of 40-60% of the course being delivered online or digitally. There has to be that face-to-face component delivered by a certified teacher. The digital/online content ideally should be created, reviewed and/or endorsed by a certified teacher in that content area.
- 11: Spanish Immersion
- 12: French Immersion

**Attendance:** Select if attendance is required to be taken in this course for ADA funding purposes. *The attendance checkbox cannot be checked if the course uses the Type Virtual.*

NOTE: Any changes made to the Course Master need to be pushed to the courses. Use the Push to Courses option and select the calendar year to which it should apply, which will update any locked fields on connected courses in the selected calendar to have the same information - Grading Tasks, Standards, Categories, Grade Calculations, etc. See Campus Community's [Course Master Info](#) for more information.

### Section B – Grading Task tab

**Campus Path: Scheduling / Add Course / Grading Task**

See [Grades Data Standard](#) for details on defining grades and credits for the course.



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### Section C – Section tab

#### Campus Path: Scheduling / Add Course / Section

**Section Number:** Each section must have a distinct section number

**Instructional Setting (Override):**



Instructional Setting (Override)  
06: Blended Learning (01) From Course

Selecting an option from the drop list overrides the course's instructional setting for this section only.

**Highly Qualified:** Select the primary teacher's Highly Qualified status for this course. Options are as follows:

- Highly Qualified
- Not Highly Qualified
- Not Applicable

**Special Type:** Indicate courses designated as one of the special type courses. Type 02: Alternative Classroom must be selected for any course received by a student placed in an alternative education program. All content courses offered at the alternative school must have a section with a Special Type of Alternative Classroom.

**Population ID:** Indicate the population from the dropdown menu only if there are no students in the course. This should be blank in most cases.

**Instructional Time:** It is not necessary to record instructional time.

**Core Content:** Only select a core content if state code 909999 has been indicated on the course tab. This should be blank in most cases.

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**101-1 LANGUAGE ARTS**  
Teacher: BAILEY, AMANDA

Section | Staff History | Roster | Attendance | Grades

Save | Delete

**Section Editor**  
SectionID: 127290  
\*Section Number: 11  
Teacher Display Name: BAIL  
Max Students: (30)  
Lunch Count:  Milk Count:  Adult Count:   
Room: 102  
Skinny Seq:  Team: HOMEROOM: BAI Homeroom:   
Hide Standards On Portal/Campus Student:   
Instructional Setting (Override): (01) External LMS Exclude:   
\*Highly Qualified: Highly Qualified  
Primary Teacher:  
Special Type: 01: None  
Population ID:  
Instructional Time: 90  
Core Content: Select a Value  
- Modified by: Administrator, System 01/03/2018 13:31

## Section D – Staff History tab

**Campus Path: Scheduling / Add Course / Section / Staff History**

See [Teacher of Record Data Standard](#) for details on assigning staff.